



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 60

Caroni, Trinidad, Monday 8th November, 2021—Price \$1.00

No. 164

1059

APPOINTMENT TO ACT AS MINISTER OF FOREIGN AND CARICOM AFFAIRS

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE PAULA GOPEE-SCOON, a member of the Senate who is a Minister, to act in the Office of Senator the Honourable Dr. AMERY BROWNE, Minister of Foreign and CARICOM Affairs, with effect from 30th October, 2021 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Dr. Amery Browne, in addition to the discharge of her normal duties.

C. MAHADEO
*for Secretary to Her Excellency
the President*

29th October, 2021.

1060

VACANCY FOR THE OFFICE OF DIRECTOR, ECONOMIC RESEARCH AND PLANNING (RANGE 67) OFFICE OF THE PRIME MINISTER

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the office of Director, Economic Research and Planning, (Range 65), Office of the Prime Minister.

Minimum Experience and Training:

Extensive (over 8 years) experience in economic research, including considerable (4 to 8 years) experience in planning development and training as evidence by a recognized degree in Economics or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class is responsible for planning, organizing and directing the functions of a Planning Unit of a Ministry. Work involves directing research studies into the functions of the Ministry, monitoring the implementation of long-term plans, analyzing and evaluating the long term and annual budget and making appropriate recommendations. Work is performed with a considerable degree of initiative and independent judgement and is reviewed by an administrative superior through discussions and reports to determine efficacy and adherence to policy objectives.

Salary:

Range 67: \$18,351 per month (2013).

Applications from officers holding permanent appointments in the Public Service should be made on the Application for Promotion Form. Temporary officers should use Application for Employment Form.

1060—Continued

VACANCY FOR THE OFFICE OF DIRECTOR, ECONOMIC RESEARCH AND PLANNING (RANGE 67)
OFFICE OF THE PRIME MINISTER—CONTINUED

Interested officers who hold permanent appointments must send their applications through their Permanent Secretaries or Heads of Department for endorsement/recommendation and submission to the Permanent Secretary to the Prime Minister, Office of the Prime Minister. Interested officers who hold temporary appointments, must send their applications through their Permanent Secretary/Head of Department for submission to the Permanent Secretary to the Prime Minister, Office of the Prime Minister.

Copies of relevant documents must accompany **All** applications as stipulated on the Application Checklist attached to this Notice.

Applications must be submitted through the Permanent Secretary or Head of Department within sufficient time in order to be received by the Permanent Secretary to the Prime Minister, Office of the Prime Minister on or before but not later than 30th November, 2021 to the Permanent Secretary to the Prime Minister, Office of the Prime Minister, 13–15, St. Clair Avenue, St. Clair, Port-of-Spain, Trinidad.

Applications received after the closing date will not be considered.

For further details, officers wishing to apply can access the Notice of Vacancy, Application Forms, Job Specification and Application Checklist at:—the Office of the Prime Minister and on the websites of the Service Commissions Department at www.scd.org.tt and Office of the Prime Minister at www.opm.govt.tt and www.opm-gca.gov.tt.

Closing date for receipt of applications in the Office of the Prime Minister is the 30th November, 2021.

Officers who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Notice. Your application should be dated and submitted within the period of this Notice of Vacancy.

A list of shortlisted applicants will be posted on the Office of the Prime Minister's website.

SHOULD OFFICERS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS, EXPERIENCE AND TRAINING AS OUTLINED IN THE APPLICATION CHECKLIST, THE PERMANENT SECRETARY WILL BE UNABLE TO DETERMINE YOUR ELIGIBILITY FOR THE OFFICE AND YOU WILL BE DEEMED UNSUITABLE.

J. JOHNSON
Permanent Secretary
Office of the Prime Minister

DIRECTOR ECONOMIC RESEARCH AND PLANNING*Kind of Work:*

Highly responsible professional work with administrative responsibilities in the field of economic research.

Distinguishing Features of Work:

An employee in this class is responsible for planning, organizing and directing the functions of a Planning Unit of a Ministry. Work involves directing research studies into the functions of the Ministry, monitoring the implementation of long-term plans, analyzing and evaluating the long term and annual budget and making appropriate recommendations. Work is performed with a considerable degree of initiative and independent judgement and is reviewed by an administrative superior through discussions and reports to determine efficacy and adherence to policy objectives.

Examples of Work:

Plans, directs and co-ordinates a group of professional and technical staff engaged in conducting research relevant to the functioning and operations of a Ministry.

Reviews existing policies, identifies and recommends policy changes within the context of functions and/or structure of the Ministry.

Assesses the long-term plans of the Ministry, liaises with various Departments and proposes amendments to these plans as the forecasts of the national and/or international climate demands.

Analyses and evaluates the annual budget to determine compatibility with long-term plans, the feasibility of the submissions and priority ranking of projects within the national context submits reports and recommendations.

Identifies sources of funds for the implementation of plans, programmes and projects where funds are not available from public sector sources.

Assists in the formulation, implementation and monitoring of development programmes of projects within the Ministry.

1060—Continued

VACANCY FOR THE OFFICE OF DIRECTOR, ECONOMIC RESEARCH AND PLANNING (RANGE 67)
OFFICE OF THE PRIME MINISTER—CONTINUED

Serves as government representative at international and national conferences and seminars pertinent to the spheres of activities in the Ministry.

Prepares policy, status and research papers on activities in the Ministry as required.

Performs related work as may be required.

Required Knowledge, Skills and Abilities:

Extensive knowledge of the principles and methodology used in the social sciences and of sources of research materials.

Extensive knowledge of concepts and techniques used in development planning.

Extensive knowledge of the economy and economic trends in Trinidad and Tobago and constraints to economic planning and development.

Ability to plan, organise and co-ordinate the activities of a staff of professional and technical subordinates engaged in planning and research.

Ability to prepare and evaluate comprehensive development plans and identify obstacles to planning and recommend solutions.

Ability to prepare in-depth comprehensive reports.

Ability to express ideas clearly and concisely both orally and in writing.

Ability to deal tactfully and establish effective working experience relationships with other employees, other agencies and members of the public.

Minimum Experience and Training:

Extensive experience in economic research, including considerable experience in planning development and training as evidenced by a recognized degree in Economics; or any equivalent combination of experience and training.